



How Do I Manage the My Action Items Tool?

It's a New Day in Public Health

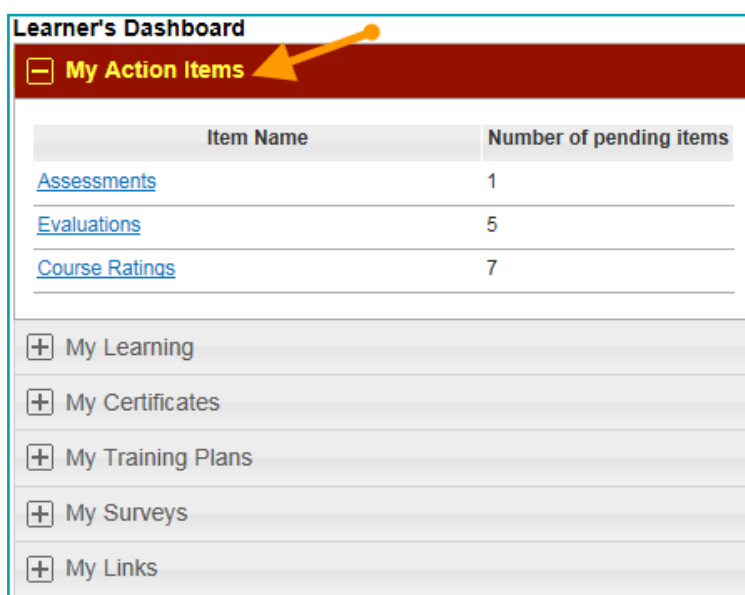
The TRAIN Florida My Action Items tool gives you a central location to access and complete action items needed by the TRAIN system.

Typical action items to complete include: pending course assessments and evaluations, as well as pending course ratings.

The following steps will help you locate, access, and manage the actions in your My Action Items tool.

Step 1: Go to [TRAIN Florida](#) and **log in**

Step 2: On your TRAIN Florida home page - locate your learner **Dashboard**.
If the tile is not red, there are no action items pending.
If the tile is red - Click on the **My Action Items** tile to open the menu.



My Action Items	
Item Name	Number of pending items
Assessments	1
Evaluations	5
Course Ratings	7
+ My Learning	
+ My Certificates	
+ My Training Plans	
+ My Surveys	
+ My Links	

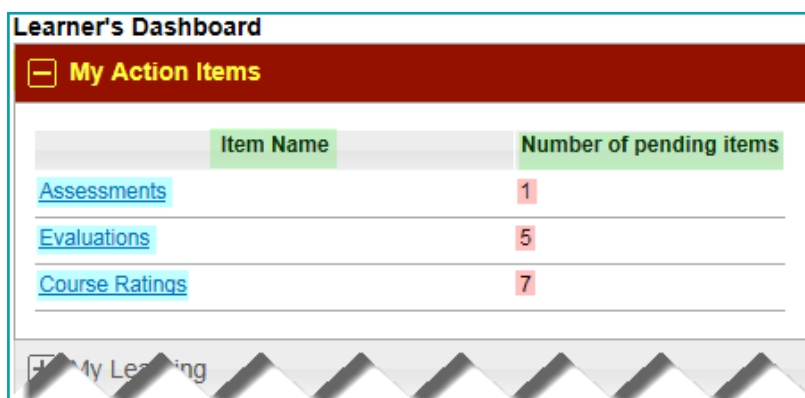
Step 3: The menu will list the **Item Name** for each action item [Assessments](#), [Evaluations](#), and [Course Ratings](#) and the **Number of pending items** in each category.
If an Item Name is not shown in the menu, there are no items pending for that action.
To access the action items, click on the **Item Name**.

Click the item name below to go to the help step:

[Assessments](#)

[Evaluations](#)

[Course Ratings](#)



My Action Items	
Item Name	Number of pending items
Assessments	1
Evaluations	5
Course Ratings	7
+ My Learning	

Step 4: Assessments - The Assessments category gives you access to your courses that have pending assessments. If a course has an assessment, the course is not fully completed until the assessment is complete.

After clicking **Assessments**, you will be taken to the **My Learning** page. This page will list all of your In Progress, Post-Assessment Pending, and Completed but evaluation pending courses.

Locate the course with the status **Post-Assessment Pending**.

My Learning			
Back Tip: Click on course title to access to course details. Tip: Click on registration status to launch the course or to launch its Assessment/Evaluation Tip: If you want to set a course as completed, archived, withdraw from a course or change credit type please click on M Tip: If you want to add scheduled session to your personal calendar please click on Calendar			
Type	Title	Status	Manage
Online	1 FDOH Basic Records Management	2 Post-Assessment Pending	3 M
Compilation	FDOH Purchasing Card New Cardholder	In Progress	M
Compilation	FDOH Sexual Harassment Awareness	Completed, but an evaluation is pending	M
Compilation	FDOH Travel	In Progress	M

There are three ways to access the assessment for this course:

1. Click on the course **Title**
2. Click on the **Status** (Post-Assessment Pending)
3. Click on the **Manage** icon

1. Clicking on the **Title** of the course, will take you to the **Course Details** page. To open the course assessment, click on the **Assessment** button. When the new browser window opens, click on the **Start Assessment** button.

Course Details
[Back](#)

[Course Details](#)
[Contacts](#)
[Registration](#)
[Reviews](#)

To complete the course you need to take 'FDOH Basic Records Management' assessment. Please click the button 'Assessment' to start the assessment.

Assessment

Attachment:
[Basic_Records_Management_Guide.pdf](#)
[DOHP_250-2 Records Management.pdf](#)

[Back](#)
[Find other courses like this](#)



- Clicking on the **Status** for the course, will take you directly to the start of the course assessment.

When the new browser window opens, click on the **Start Assessment** button.


FDOH Basic Records Management

Click 'Start Assessment' button to start the assessment.

Please note: the number of attempts you have to complete the pre-assessment may be limited. If you are unable to complete the pre-assessment for any reason (such as technical error, power outage, exiting the window prematurely, etc.) and TRAIN will not re-open the pre-assessment when prompted, please withdraw from the course and re-register.

(140)

Start Assessment

- Clicking on the **Manage icon**  for the course, will take you to the **Course Registration Management** page.

To open the course assessment, click on the **Assessment** button.

When the new browser window opens, click on the **Start Assessment** button.

Course Registration Management

FDOH Basic Records Management

Registration Status:

 Post-Assessment Pending

Chosen Credit Type:

 Contact Hours: 1

Attachment:

[Basic_Records_Management_Guide.pdf](#)
[DOHP_250-2 Records Management.pdf](#)

Before completing the course you must complete the assessment.


To start the assessment immediately click

Assessment

Back

Step 5: Evaluations - The Evaluations category gives you access to any pending course evaluations that have been assigned to your training courses. If an evaluation has been made mandatory, the course is not fully completed until the evaluation is complete. Optional evaluations will stay on the list until completed, but are not needed to add a course to your transcript.

After clicking **Evaluations**, you will be taken to the **Pending evaluations** page.

Mandatory evaluations will be marked with a red  asterisk. Click on the **Evaluation Name**.

Pending evaluations

Tip: Click the evaluation Name to launch it.

* - mandatory evaluation

Course Title	Evaluation Name
* FDOH Sexual Harassment Awareness	FDOH Standard Self-Paced Evaluation FY 13-14
FDOH HMS Service and Time Reporting for Personal Health Employees	FDOH HMS Self-Paced Evaluation

Back



When the new browser window opens, click on the **Start Evaluation** button.

FDOH Standard Self-Paced Evaluation FY 13-14

Welcome to the FDOH Standard Course Evaluation.

Your anonymous critique of the training course will help the Department to assess the quality of our trainings. Please provide DOH with your honest critique of the training. Remember, your evaluation results will be kept anonymous.

Click 'Start Evaluation' button to start the assessment.

For assistance, please use the TRAIN Florida Help Desk process:
 Contact your local TRAIN Florida Administrator or the Office of Performance and Quality Improvement (OPQI) via e-mail at DOHLMSSupport@flhealth.gov or by phone at 850-245- 4008.

Contact information about TRAIN Florida is also available on the TRAIN Florida Knowledge Center. (150)

The evaluation results will be anonymous.

Start Evaluation

Step 6: Course Ratings - The Course Ratings category gives you access to outstanding course rating requests, assigned to courses by the course provider.

Course ratings are optional and do not interfere with course completion, however if one is assigned, and you do not fill it out at time of course completion, the TRAIN Florida system will e-mail you reminders to complete the course rating.

After clicking **Course Ratings**, you will be taken to a menu that lists the Course Titles which have outstanding rating requests, and a Ratings column.

Type	Course Title	Ratings
Compilation	FDOH Bloodborne Pathogens	Click to Submit a Course Rating
Online	FDOH HMS Service and Time Reporting for Personal Health Employees	Click to Submit a Course Rating
Compilation 1	FDOH Sexual Harassment Awareness	2 Click to Submit a Course Rating
Online	FDOH Travel Part A	Click to Submit a Course Rating
Online	FDOH Travel Participant's Guide	Click to Submit a Course Rating
Online	FDOH Workplace Safety	Click to Submit a Course Rating

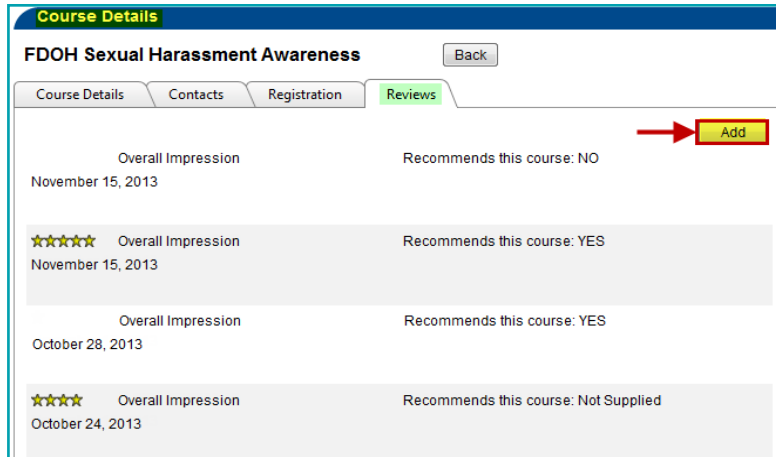
Back

There are two ways to access and complete a course rating:

1. Click on the **Course Title**
2. Click on the **Click to Submit a Course Rating** link in the Ratings column



1. Clicking on the **Course Title**, will take you to the **Course Details** page, **Reviews** tab. This page will show you a list of course ratings. To add your rating click the **Add** button.



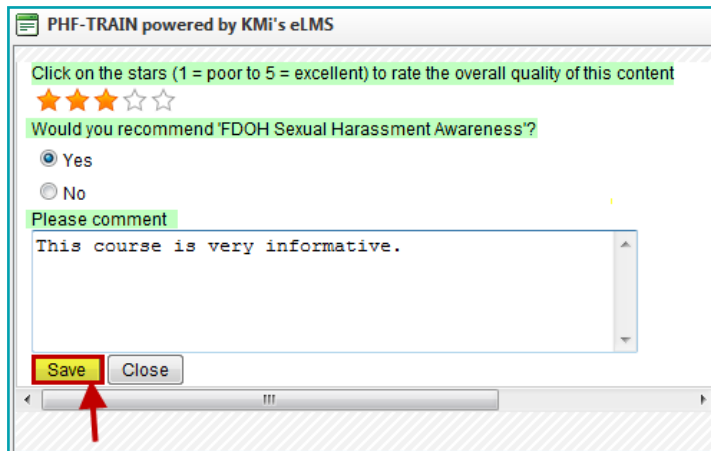
Course Details

FDOH Sexual Harassment Awareness [Back]

Course Details | Contacts | Registration | **Reviews**

Overall Impression November 15, 2013	Recommends this course: NO	Add
★★★★★ Overall Impression November 15, 2013	Recommends this course: YES	
Overall Impression October 28, 2013	Recommends this course: YES	
★★★★★ Overall Impression October 24, 2013	Recommends this course: Not Supplied	

A pop-up window will open. Fill in the requested information. Click the **Save** button to submit the rating and close the window.



PHF-TRAIN powered by KMI's eLMS

Click on the stars (1 = poor to 5 = excellent) to rate the overall quality of this content

★★★★★

Would you recommend 'FDOH Sexual Harassment Awareness'?

☒ Yes
☐ No

Please comment

This course is very informative.

Save [Close]

2. Clicking the **Click to Submit a Course Rating** link, will open the rating pop-up window (seen above) over the menu page. Fill in the requested information. Click the **Save** button to submit the rating and close the window.

Remember, if you have action items pending in TRAIN Florida, the **My Action Items** tile in your Learner Dashboard will be **red**.

If you have any questions or concerns regarding locating, accessing, and managing your action items in TRAIN Florida, please contact your [Local TRAIN Florida Administrator](#).

